

Note

The **Reset** button, located in the lower right of the full Options dialog, has the same effect on all pages of the dialog. It resets the options to the values that were in place when you opened the dialog.

User data

User data is used by templates and wizards in LibreOffice. For example, Calc uses the first and last name stored here to fill in the *Created* and *Modified* fields in the document properties. These fields may also be used in the footer of a printed spreadsheet or as the name associated with comments. If you want your name to appear, then fill in the form on the *LibreOffice – User Data* page.

View

The options on the *LibreOffice – View* page affect how the document window looks and behaves, including the size and style of toolbar and Sidebar icons. Set these options to suit your personal preferences.

Print

On the *LibreOffice – Print* page, you can set the print options to suit your default printer and your most common printing method. You can change these settings at any time, either through this dialog or during the printing process (through the Print dialog).

Calc-specific print options are described in “Print options” on page 491.

See Chapter 6, Printing, Exporting, E-mailing, and Signing, for more about these options.

Paths

On the *LibreOffice – Paths* page, you can change the location of files associated with, or used by, LibreOffice to suit your needs. For example, you might want to store spreadsheets by default on a shared server. Some items can have at least two paths listed: one to a shared folder (which might be on a network) and one to a user-specific folder (normally on the user’s personal computer).

Security

Use the *LibreOffice – Security* page to choose security options for saving documents and for opening documents that contain macros.